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AWARDS OF MERIT

As we look back through the pages of history we learn that the giving of prizes is one of the oldest customs of society. Recognition given for successful achievement is a distinctive feature of modern civilization. There are awards for scientific journalism presented by the American Association for the Advancement of Science. The American Chemical Society rewards achievement in the various fields of chemistry. Let us recognize work well done!

It has been proposed that our S.L.A. should grant awards to its members. Honors and awards are a good institution. They make it possible not only to recognize achievement, but also to encourage all who are striving to translate ideals into concrete form.

The statement has been made that work well done is its own reward—and rightly so. The individual who has attained a high peak of performance knows that fact, and she has experienced that deep satisfaction that comes with making a definite contribution. Pride in our work, fostered by whatever special honor we may have achieved, is not to be condemned. The individual must have had that pride in accomplishment in order to produce a work whose quality gained recognition. There is a vast difference between competing anxiously and feverishly for an award and receiving recognition for a work which has already been judged. Critics will say that awards are substitutes for real interest in an activity, and that

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as soon as the honor has been attained the interest lags. This conclusion is based on a misconception of the nature and purpose of awards. They are a token of merit and as such are a stimulus to comparison and discussion. They are a form of applause and encouragement to urge us on to greater efforts for ourselves and the causes with which we identify our interests.

The Chairman of the Committee, Miss Marian Manley, presented the Progress Report of the Awards Committee at the Board and Council Meeting held in New York last October 25. The principles on which the Committee agreed are sound and praiseworthy.

Award for Individuals

1. An award to a member of the association for the article, appearing in a non-library periodical, that most successfully interprets the advantages of an organized approach to the use of information as demonstrated by special library developments.

2. An award to the member of the association whose contribution along whatever line has been most conspicuously beneficial to the special library profession during the term in which the award is considered.

Award for Chapter

An award to a Chapter for the specific activity, program, publication, or cooperative effort, most outstanding in comparative chapter work for the period. The chapter award may be earned through the activity of a group within a chapter.

Award to Groups

An award to a Group for the specific activity,

program, publication, or cooperative effort, most outstanding in comparative group work for the period. The Group award would be on the basis of the national group effort as a whole and not for local activity.

The Committee recognizes that awards are not in themselves harmful; that they are valuable as incentives. The chairman recommends that there should be a balance between individual and group awards. Thus, awards are available not only to those who are by nature the better endowed, but these honors are also available to all through Group and Chapter activities.

In what form should the awards be presented? Cash is a most satisfying reward, but a medal is a constant reminder to the individual that her contribution has been recognized. Group and Chapter activities are best recognized by something that can be passed from one to another—a silver cup, for instance. The Association practices this form of recognition when it awards the Membership Gavel to the Chapter having the greatest percentage of increase in paid-up members. A recognition plaque is another device. Each successive year the name of the winning Group or Chapter will be hung from the bottom of each plaque, the name of the Chapter or Group and the year being placed on a panel which will be suspended from the name panel of the preceding year.

The Association as a whole will have an opportunity to express itself when the Awards Committee submits its final recommendations at the annual conference in June.

By honoring our members we honor our Association.

INFORMATION PLEASE!

Your Almanack is recognized as a valuable medium for reporting the important activities of our large group of members. It will be a means whereby the Association can be of greater service to its members and thereby further strengthen the organization.

Your Editor plans to publish material of interesting news value concerning individual members and sections. Through this publication you will be kept informed of the actions taken by the Executive Board and of the activities of the various committees. Papers read at the annual conference will be reported for the benefit of those who are unable to attend. Abstracts of papers presented at the Division of Chemical Education of the A.C.S. will also be published as well as annotations of professional literature.

Members are urged to advise the Editor of new professional or industrial interests and connections. It is hoped that Section representatives will furnish news of activities in their Sections.

The Editor needs your assistance. Constructive criticism is welcome along with the words of praise which have been received. This is your Almanack and we want to make it as worthwhile to you as possible.

EXTRY! EXTRY!

The first draft manuscript of our Group Manual has just been submitted to the Publications Governing Board Chairman and a few other people for review by Lucille Jackson, hard-working editor of the manual who came through on time with the manuscript, true to her promise.

IS YOUR LIBRARY PHOTOGENIC?

If your library is the kind that photographs well, we suggest that you submit its pictures for consideration to the editor of the S-T Manual. It is hoped that pictures of one or two well planned libraries can be included in the book and we need help in locating the most attractive representative ones. Please send your entry to Lucille Jackson, Pond Laboratories, Pennsylvania State College, State College, Pa.

NOTES ON THE 1948 ANNUAL CONVENTION

Plans are gradually being formulated for the next annual convention of the Special Libraries Association. Jane Brewer, Convention Chairman, and Lucy Lewton have announced a provisional and partial program of the 1948 annual meeting. Exact titles and names of speakers will be available shortly and are to be published in the May issue of the *Almanack*. A tentative schedule and proposed subjects for the S-T group are being presented here for your comments and further ideas. These are urgently

requested, also suggestions for authors for the papers indicated. Please note that group sections are to have Thursday morning for separate meetings and that the section chairman will be responsible for arranging a program for these. Mornings to 9:30 o'clock are also available for breakfast meetings. The S-T Group representative on the Washington Convention Committee is Catherine Schmidt, American Potash Institute. The Representatives for the sections should be appointed and contact Catherine Schmidt.

TENTATIVE PROGRAM FOR S-T GROUP

TUESDAY JUNE 8TH	WEDNESDAY JUNE 9TH	THURSDAY JUNE 10TH	FRIDAY JUNE 11TH
MORNING			
	S.L.A. Convention Official Opening National Business Meeting	Pharmaceutical Section Engineering Section	S-T Group Meeting Symposium Publicizing a Library Service <ol style="list-style-type: none"> 1. How a Library can help a Market Research Dept. — Keeping Statistics in a Library 2. Publicizing an Institutional Libr. (Textile Res. Inst. R. Beedle) 3. Handling Company Reports 4. Library Publications as a Factor in publicity
AFTERNOON			
Visits to Patent Office, Dept. of Agriculture & Bureau of Standards		S-T Group Lunch Petroleum Section. Symposium on Patents: <ol style="list-style-type: none"> 1. The Patent Office 2. The Patent Office Classification 3. Patent Searching 4. Patents in the Library 	S-T-Group Business Meeting. Election of New Officers. 5 p.m.—S-T Group Cocktail Party for New Officers
EVENING			
	S-T Group Meeting 8 p.m. Methods Meeting Problems in Classification and Indexing <ol style="list-style-type: none"> 1. General Canons of Indexing & Classification (C. D. Gull, Libr. of Congress) 2. Indexing of Alloy Systems 3. Org. Chemical Patents Indexing (H. Isbell, Gen. Mills) 4. Classification and Steps in Making a Code for Punched Card Application (G. Little & P. Curtis) 	8 p.m. Banquet	8:30 p.m. Moonlight Sail on Potomac

DOING THE CAPITAL SOCIAL SIDE OF THE CONVENTION

Miss Jane Brewer, Convention Chairman, has announced a tentative program for all S.L.A. members for the period June 5th-11th. It will be noted from this program (which follows) that almost everything worth seeing in Washington is included both in sightseeing tours and in visits, and this opportunity of visiting Washington should not be missed. With the exception of transportation to and from Washington, a tentative all expense rate will be under one hundred dollars. On the basis of the entire week, this will include registration fee, banquet, hotel accommodations, guided tours and bus transportation to meetings plus one meal a day. As the convention proper does not convene until Wednesday, June 9th, delegates will have the option of enrolling for the entire week, June 5-11th, or only from June 9-11th. The Statler Hotel will be convention headquarters, and there are seven other hotels within one block of the Statler. These hotels and their rates are listed in the February issue of *Special Libraries*. Reservations should be addressed to Special Libraries Association, 39th Annual Convention Committee, P.O. Box 723, Washington 4, D. C. Miss Eva Lieberman, Chairman of the Registration Committee, will confirm reservations immediately.

JUNE—

- 5, Saturday, 12:30—Luncheon for early arrivals, at Hotel 2400
- 6, Sunday—Guided tour, "Magnificent distances." Very complete, including Mt. Vernon. Will end at 5 p.m. at National Gallery of Art, for supper and concert.

- 7, Monday—Library of Congress. 9:30 a.m. 10-12, conducted tours of Library of Congress.
- 1:30-4:30, lunch and tour of Govt. Printing Office
- 7:30, Dinner, Federal Libraries Institute
- 8, Tuesday—9:30 a.m. 2nd National library, Army Medical Library
- 11:30 a.m. 3rd National library, Dept. of Agriculture
- 1:30 p.m. Luncheon, cafeteria of Dept. of Agriculture
- Afternoon—Open for libraries visit. Geography & Map Group to visit some large Govt. map library such as Census Bureau, U. S. Hydrographic Office, etc.
- 8:30 p.m. Who's Who in SLA party at Statler hotel.
- 9, Wednesday — Official opening, business session, 9:30 a.m.
- 1:00 p.m. Luncheon for general assembly, with speakers
- 3:00 p.m. Group meetings or tours. G & M group might visit Dept. of State & U. S. Geological Survey
- 10, Thursday—Group meetings.
- If permitted, a meeting & luncheon at Army Map Service
- 5:30 Embassies — Open House
- 8:30 Banquet
- 11, Friday—Group business meetings
- Visit to National Geographic Society
- 8:30 Moonlight cruise on Potomac
- 12, Saturday No program — convention closed
- The above program is tentative, and final announcements will be made later.

STAFF MANUALS

The Boeing Airplane Company, Wichita Division, Wichita, Kansas, has published its "Procedures Manual of the Boeing Airplane Company Library." The Manual describes the functions of the library and its organization and administration. The functions and procedures of the order, catalog, circulation, and reference groups are described in detail. The Manual may be purchased from W. Roy Holleman, Chief Librarian, for \$3.50.

Technical Library Consultants, Inc., has prepared a library manual with references to procedures for the Naval Postgraduate School, Annapolis, Md. The Manual is available for loan over a period of two weeks to one month. Requests may be addressed to Mr. K. K. Shahabian, Business Manager of T.L.C., 347 Madison Avenue, N.Y. 17.

Four

TECHNICAL AND SCIENTIFIC CENTERS

The John Crerar Library in Chicago has allied its collection with that of the Western Society of Engineers to form a technical and scientific center for the use of professional persons, students and others interested in the advancement of science. The Western Society's 20,000 book collection is being coordinated with the 700,000 volume Crerar library, the largest free public library in the world devoted exclusively to science and technology. Development of the new science center will cost \$100,000. Other similar groups will participate in the program, it is expected.

The Massachusetts Institute of Technology has received a generous grant of \$100,000 from the Carnegie Corporation of New York to establish a center for the study of methods of collecting, organizing, and communicating knowl-

edge. The program of research and experimentation will embrace the fields of printing, documentary reproduction, visual education, sound recording, and methods of mechanical selection for bibliographical purposes. The library of M.I.T. will become the laboratory for testing the results of these researches.

PUNCHED-CARD SYMPOSIUM

A symposium on the use of punched-cards in technical library work was held at The London School of Economics, September 20, 1947, and was sponsored by Aslib. The papers read at the Conference and the discussion which followed are published in the *Report of Proceedings of the Twenty-Second Conference, 1947*.

In his paper "Some applications of mechanical methods to library problems in organic chemistry," G. Malcolm Dyson describes briefly the notation he devised for organic chemistry and its use on various media. The notation can be entered exactly on an edge-notched card so that the whole structure or any part of the whole structure can be sorted by needling. It can also be entered on a punched card using one of several novel methods of punching.

A new system has been devised for small-scale operation, for carrying out patent searches in a technological field where the aspects are many, varied and changing. It is described by W. E. Batten in "A punched-card system of indexing to meet special requirements." The system was evolved for the special purpose of providing for a relatively small number of documents, but for a relatively large number of changing aspect classes. The classical procedure of breaking down the subject-matter into aspect classes and sub-classes and providing a suitable decimal notation is followed. The system differs from the classical ones in that it calls for one card per aspect instead of one card per item of information. The author describes the operation of punching and the method of obtaining the significant abstracts in carrying out a search.

In the final paper, "The use of punched cards in American libraries," James W. Perry of M.I.T. and Spencer C. Stanford, Brookhaven National Laboratory, discuss the use of punched cards in library administration, as tools for preparing indexes and catalogues, and their use in locating and correlating information. The authors review future possibilities of developing punched-card techniques and mention Vannevar Bush's Rapid Selector as well as the recently proposed Dyson notation.

SYMPOSIUM ON MEDICAL SUBJECT HEADINGS

A two-day symposium on medical subject-headings was held in Washington, D.C., on December 12 and 13, 1947, under the auspices of the Army Medical Library.

Papers were read by Dr. Sanford V. Larkey, Welch Medical Library, "Introduction to the Problem of Medical Subject Headings;" Dr. Claudius F. Mayer, Army Medical Library, "New terminology and the index catalogue;" Mr. David Haykin, Library of Congress, "Let's Get Down to Fundamentals;" Miss Janet Doe, N. Y. Academy of Medicine, "Critical Review of Existing Lists of Medical Subject Heading Lists;" Miss Estelle Brodman, Library of College of Physicians and Surgeons, Columbia University, "Practical or Service Aspects of Medical Subject-Headings."

After the papers were read Mr. Haykin presented for discussion the Principles to be used in the selection of subject-headings in book-cataloging. These principles require that subject-headings used be at the intellectual level of physicians and scholars; that there be continuous revision and selection of new medical terminology; that direct headings be used. After the general discussion the principles were unanimously accepted by the Symposium on Medical Subject Headings.

These papers are scheduled for publication in the April, 1948, issue of the *Bulletin of the Medical Library Association*.

SYMPOSIUM ON PATENT SYSTEM

The Autumn 1947 issue of *Law and Contemporary Problems*, a quarterly, published by the Duke University School of Law, Durham, N. C., is devoted to a symposium on patents. The following papers are included:

1. "Invention and public policy," by J. C. Stedman. pp. 649-679
2. "Patents and University research," by Archie M. Palmer. pp. 680-694
3. "Patent costs of military procurement in wartime," by R. L. Chappell and W. H. Kenyon, Jr. pp. 695-713
4. "The control of patent rights resulting from federal research," by D. L. Kreeger. pp. 714-745
5. "Patents and atomic energy," by J. R. Newman and B. S. Miller. pp. 746-764
6. "A re-evaluation of the international patent convention," by H. Kronstein and Irene Till. pp. 765-781
7. "Nationalization and international patent relations," by E. R. Anderson. pp. 782-795
8. "Proposed modifications in the patent system," by W. H. Davis. pp. 796-806.

An index to the first symposium is included. Forthcoming issues of this periodical will be devoted to a second symposium on "The Patent System" and one on "The Federal Courts."

CO-ORDINATION OF SPECIALIZED KNOWLEDGE

The great need today in the scientific world is a scheme for improved publication, abstracting services, and compilation of scientific literature. The fundamental necessity for the achievement of this plan is national and international co-operation. That the need for co-ordination and rationalization of scientific endeavor is recognized is evidenced by the fact that these problems were discussed by the following national and international bodies: The International Federation of Documentation at conferences held in Paris, November, 1946, in Basle, August, 1947; the United Nations Educational, Scientific and Cultural Organization in Paris, October 3 to 5, 1947; the Association of Scientific Workers in Cambridge, England, October 25, 1947.

In her article, "Co-ordination of scientific information" (*Research* 1 (4): 173-76, January, 1948) Lucia Moholy discusses how documentation may help to achieve the desired ends of **recording, organization and dissemination** of scientific information.

In the November 8, 1947, issue of *Nature*, pages 649-650, there is a report of the meeting of the Cambridge Branch of the Association of Scientific Workers. The publication and classification of scientific knowledge was discussed. The problem has two aspects: (1) how are scientists to learn of the works that interest them, and (2) having learned of it, how can they get a copy of the publication. A scheme was proposed whereby a national distributing agency would be established. A single subscription would entitle one to receive automatically about 1,000 papers a year plus abstracts of a given field or fields. Further papers could be obtained on request.

Eileen R. Cunningham reports in *Science* 106: 609-11, Dec. 19, 1947, on the UNESCO-sponsored meeting in Paris where for the first time the editors of abstract journals throughout the world came together to discuss how to provide scientists and physicians with an adequate abstracting service at the lowest cost. The Conference passed some important recommendations: (1) in order to be effective, the information service would have to be done on a non-profit basis, (2) the service would be comprehensive in the sense that it would survey the whole of the world medical literature, (3) abstracts should give enough information to enable readers to decide whether they should consult the original article and it should include the principal data of the article, and (4) duplication of abstracting journals was regarded as undesirable. All participating organizations expressed willingness to cooperate. A Committee of Experts on Abstracting Services for the Natural Sciences will continue its work on co-ordinating the abstracting of biological and medical sciences and obtaining data for the World Conference on Abstracting.

SPECIAL LIBRARIES ASSOCIATIONS OVERSEAS

Rapid growth in the appreciation of the value of up-to-date information in science and technology has resulted in the formation of associations providing a platform for the discussion of common interests.

At a meeting of the South African Libraries Association in February, 1947, it was suggested that a Special Libraries Section be formed. On April 10, 1947, special librarians from industry met in Johannesburg and adopted a constitution for the Special Libraries Section which was approved. The publication *South African Libraries* will henceforth include a Special Libraries Section which makes its first appearance in the July, 1947, issue of *S.A.L.* This number carries a paper "Special Libraries in the United States," by Mrs. E. Dean. The publication is available at S.L.A. headquarters.

Australia is special libraries conscious also and has formed the Association of Special Libraries and Information Services in Melbourne. The Australian organization is independent of Aslib in Great Britain. The president of the Association is Mr. F. J. Ellis, Principal, Melbourne Technical College, Melbourne, Australia. The Association has launched a journal entitled *Information* the first issue of which was published in June, 1947. The contents of the journal includes an article on documentary reproduction, one on patents in information, and another describing the B.J. Ball, Ltd. library in Melbourne. A section on abstracts of relevant literature will be a regular feature of this publication.

The Library Association in England has recently formed a Medical Sub-Section. At the first meeting of the newly formed section held at the National Institute for Medical Research on January 2nd, Dr. C. R. Harington, Director of the Institute, spoke of the increasingly important part played by library services in the modern medical world and of the invaluable aid that specially trained librarians could give to those engaged in medical practice and research.

The Association of Special Libraries and Information Bureaux and the British Society for International Bibliography have agreed upon amalgamation and the new body is reported to have been incorporated January 1, 1948. This amalgamation will redound to the benefit of both organizations and will give added strength in dignity and effectiveness. The objects of the new organization shall comprise those of the two component bodies. The name of the new organization is registered as *Aslib*. Membership of the new *Aslib* is just under one thousand. This figure includes those members who formerly belonged to the B.S.I.B.

HOUSEHOLD HINTS

Interlibrary loans: A simple routine, that saves time and trouble for the lending library as well as for the borrower, has been devised by Jerome Cushman, librarian of the Public Library, Salina, Kan. Requests for loan are made by letter since letters are easier to file. On the duplicate copy is noted the name, address and telephone number of the person making the request. A self-addressed postcard is enclosed with the following information: PLEASE CHECK THE CORRECT NOTATION AND RETURN:

The library does not have the book requested . .
The book requested is out: will send later
Library policy will not permit the book to be loaned
The book requested is being mailed to you

BOOK REQUESTED:*

*Library Journal 73 (3): 146 February 1, 1948.

New means of identifying library's books:

The Government Printing Office has printed a stock of end-papers to be placed in books bound for the Library of Congress' collections. The end-paper bears the identification of the library.

S-T PROJECTS

Edith Joannes, Chairman of the S-T Libraries Bibliography, reports that 250 sets of the Bibliography have been sold. There are still 80 sets on hand and more can be made up. In fact Miss Joannes is eager to sell more to get out of the red since the overhead ran beyond the estimate. The Bibliography covers S-T library methods, procedure and standards covering the period from 1935 to date. Annotations of more than 300 periodical articles, books and pamphlets on 3x5 cards are grouped under 19 subjects. The cards may be obtained at a cost of \$3.50 for a set, payable in advance. Orders should be sent to Miss Edith Joannes, Abbott Laboratories, 14th and Sheridan Road, North Chicago, Ill.

We are urged to participate in and take advantage of the service offered by the Union Card Index of Technical Translations. The file consists of 7,000 cards for translations held by individual companies as well as cards of the well-known agencies, such as the Army Air Forces, Navy, Bratcher, Castleman, British Air Ministry's R.T.P.'s, Iron and Steel Institute, O.T.S., Transervice, Consultants Bureau, Progress Interpreted, Research Information Service, and the Accurate Translation Service. Every S.L.A. member is urged to contribute to the pool by promptly submitting to the Chairman, Mrs. Miriam Landuyt, Librarian, Caterpillar Tractor Co., Peoria 8, Illinois, a full bibliographical record of all translations available on loan within your organization. Librarians are likewise invited to benefit from this project and should inquire if a needed translation is already

available or in progress before undertaking such an effort at their company's expense. In order that all libraries can participate without revealing their company's interests, the chairman of this project expects to act as exchange intermediary if the cooperating library specifies on its index cards to withhold identity. When an inquiry is received for a translation, the reply will be returned immediately giving the inquirer the information as to where the translation may be obtained. For each translation available in your library, submit the following information in standard cataloging form on 3x5 cards, making only one card for each translation:

Author

Title (English and foreign)

Complete bibliographical reference

Classification status, if any, such as restricted, confidential

Name of translator; complete or partial translation?

Your library's name, address

Conditions: (a) on loan only, (b) purchase price

Similar information should also be sent for all translations in progress with the probable completion date. For replies include a self-addressed postal card or stamped envelope.

NEWS OF THE HUMAN SIDE

Harold Fowler, after serving in the Science and Industry Department of the Brooklyn Public Library, is now Librarian of the Naval Post Graduate School, Annapolis, Maryland.

Gladys Garland, who organized the Midwest Research Institute's library, joined the Reynolds Metal Co. in Glen Cove, Long Island.

Kenneth Fagerhaugh, who is at present Acting Director, Technical Information, Research and Development Branch, Office of the Quartermaster General, Philadelphia, Pa., will join the staff of the John Crerar Library, Chicago, Illinois, on April 1st in the capacity of Research Librarian. Mr. Fagerhaugh will be responsible for coordinating all of the public services of the Library.

Betty McGarry has left American Can Co. for the librarian's post at Socony Vacuum, Paulsboro, N. J.

Mrs. Alice Spiegel, formerly with American Home Products, is now Librarian of Kellex Corp., N. Y.

Rose L. Vormelker is one of the members of the Advisory Editorial Board of *Standards World*, a new quarterly journal to be devoted to information concerning the development and practice of standards. Miss Vormelker also conducts the course in Special Libraries at Western Reserve University School of Library Science. This school has given the course since 1942-43. It is a two-hour course offered over a 16-week period.

MUST GET, MUST READ

"New microfilm reading machines."

Bennett, Mary A.
College and Research Libraries 8:239-242, July, 1947

A brief description and evaluation is given of the following four new 35 mm. models: Diebold, Flofilm, Holbrook Combination Reader, Orco-Graphic Microfilm Reader, and the Amic Reader Projector.

"Some statistical methods useful to the medical librarian."

Brodman, Estelle et al
Bulletin Medical Library Association 35:7-57, Jan. '47.

This is a study of statistical methods and their application to librarianship. Part I, "Statistical Methods for Librarians," discusses the gathering of raw statistics and their manipulation by statistical means. Part II, "Graphic Presentation of Facts," deals with the methods of reporting facts, including such aids as charts, graphs, histograms, curves, pictorial statistics. "Statistical analysis with hand punched and sorted cards."

Epstein, Albert
The American Statistician 1 (2): 6-7, Oct. 1947.

Although written for the statistician, it is of interest to those who wish to keep a complete bibliography on punched card methods.

"Abstracting has its own technics."

Hopp, Ralph H. & W. W. Howell
Library Journal 72: 1578-80, Nov. 15, 1947

The authors describe their method of "sacrificing the ideal to secure practicality" in the preparation of abstracts.

"Commercial reference sources."

Moore, Martha & W. Roy Holleman
Library Journal 72: 1599-1602, Nov. 15, 1947

Here is an annotated bibliography of thirty-three reference aids published by commercial companies.

"Reference files in a pharmaceutical library."

Strieby, Irene M.
Bulletin Medical Library Association 35:107-115, April, 1947

Our S.L.A. President describes in detail the Abstract File and the Remedy File maintained by the library staff of the Lilly Research Laboratories, and explains briefly the compilation and function of twelve special files.

"Bibliografia Quimica."

Serrallach, Maria
Barcelona, Spain, Imprenta Claraso, 1946. 358 p.

This book is not a manual. It is a reference book listing in the first section, under 12 subdivisions, the principal books which have appeared since 1920. Other sections are devoted to very brief discussions of treatises on organic and inorganic chemistry, the use of indexes, an outline of important chemical periodicals, an alphabetical list of common abbreviations, a table of periodicals giving volume number and corresponding year from 1850-1944. The next six sections consist of glossaries of abbreviations, words and idioms which are of interest only to the Spanish-speaking individual.

TO NOTE FROM HERE AND THERE

The 1948 catalogue of Russian periodicals that are available on subscription may be obtained free of charge from Stechert-Hafner, Inc., 3 East 10 Street, N. Y. 3.

The first number of a new series of Aslib pamphlets is entitled "How to Take, Keep and Use Notes" by J. Edwin Holmstrom. A technique for taking and keeping notes on any subject is described. It will be of practical use for the research worker and for the librarian who must compile her own reference collection. Pamphlet No. 1 may be ordered from Aslib, 52 Bloomsbury Street, London W.C.1. The price is 2 shillings.

Japanese technical publications are available on loan from the Carnegie Institute of Technology upon request. Several hundred journals representing a major portion of the issues of twelve different Japanese scientific research publications which appeared during the recent war have been received at C.I.T. The Carnegie Technical Library is said to be the only one in the country except for two government libraries in Washington, D.C., to have in its possession Japanese scientific publications issued since Pearl Harbor. About one half the material is printed in Japanese; the remainder is in English.

A catalogue of over 125 technical reports on United States and German technology in fields of Chemistry, textiles, metals and miscellaneous subjects, the publication of which has been authorized by O.T.S., is available from The Hobart Publishing Co., Box 4127, Washington 15, D.C. The reports are photo-offset printed or mimeographed.

A list of translations of twenty German research documents from the O.T.S. in the fields of coating compositions, plastics and petroleum may be obtained from Progress Interpreted, 5410 14th Place, Hyattsville, Maryland. The list identifies each report by PB number and B.S.I.R. abstract reference. The translations range in price from \$1.00 to \$4.00 or may be had in a series at a lower rate.

Research, a journal of science and its applications, the first issue of which appeared in October, 1947 (published by Butterworths Scientific Publications, Ltd., 4-6 Bell Yard, London, W.C.2) aims to fill the gaps between the journals published by the learned societies used mainly by scientists working in a particular field and the popular magazines which show the layman what is going on and thus provide for the technical specialist a general idea of what is happening in other fields. It also aims to help the pure scientist and show him the links between invention and production. Orders for subscriptions are being accepted by Inter-science Publishers, Inc., 215 Fourth Ave., N. Y., at \$10. annually.

PAPERS READ AT AMERICAN CHEMICAL SOCIETY MEETING, DIVISION OF CHEMICAL EDUCATION

New York City, New York, September 15, 1947

METHODS OF HANDLING RESEARCH RECORDS

Research Records

F. L. Jones (Bausch & Lomb Optical Co.)
Journal of Chemical Education, Feb. 1948, p. 101

A diary type, day-by-day, bound and numbered handwritten notebook is good for small laboratories, and better than loose-leaf records. If data are to be used for patents, then an additional witness should sign. Corrections are made in red ink horizontally on the side of the page. The group leaders at B & L have freedom in deciding how these records are kept. One leader keeps them on punched cards. A question was put to the speaker that if daily records are transcribed from rough notes on loose-leaf sheets, a chance for error is present. The speaker answered that the notes are kept directly in diary style in the notebook. When this is full, a stenographer goes through it and lists on the front sheet the contents of the notebook. One group has samples worked on given a number, appearing on a card in a card index of samples; the same number is used in the report book and one can locate the report by looking up sample numbers. The group leader keeps the same type notebook as his men.

A Research Laboratory Notebook system
A. L. Wilson (Corn Products Refining Co.)

The notebook is the first step in such a system—prior to a progress report and a summary report. The notebook contains the synthesis of ideas and experiment records, being the diary of the mental and manual work on a project. Filing of notebooks is the responsibility of the file clerk who also assigns them. The notebook sheets are bound in duplicate, and during use they are the responsibility of the group leader. They are written up chronologically and each day's work is signed. Indelible pencil is used and duplicate sheets are filed by the file clerk in a project number file. There is another type of book maintained by the staff, called an *Idea Book*—here procedural and inventive ideas are recorded; these must be disclosed to two witnesses and passed on to the research director and a review committee. Ideas are recorded on punched cards and are followed up as to decision of the committee. No remuneration is given for ideas but the advantage of this system is that an early segregation of patentable material is so obtained. One copy of this goes to the patent department. Recommendations of the review committee are sent to the research director who acknowledges and informs the inventor as to what action is to be taken and whether a patent is to be applied for.

Original Records of Experimental Work of Standard Oil Co. (Indiana)
E. L. D'Ouville
Journal Chemical Education, Feb. 1948, pp. 97-99

The problem of a report system to be used when a project reaches the stage of several operators was discussed. The following is the system used by Standard Oil of Indiana: (1) a registered notebook is issued by the Librarian, (2) a pocket notebook is used by pilot plant operators when making observations around the plant and this is transcribed into the registered notebook, (3) a loose-leaf data sheet is used for pilot plant data and these sheets are bound in folders, (4) weekly progress reports are prepared in duplicate by all operators, one copy of which is sent to files, (5) a diary is used for recording miscellaneous ideas occurring in the field not connected with the project worked on. Each man has a set of the above type books. When a

project reaches pilot plant stage the books are subdivided into a book for equipment, one for analytical data, another for operation data. Progress and program books are witnessed at regular intervals. This system seems suited for all scales of research from bench to pilot plant.

Laboratory Notebooks at the Abbott Research Laboratories

M. T. Leffler
Journal Chemical Education, Feb. 1948, pp. 99-100

Bound laboratory notebooks with 300 numbered pages, numbered on the outside cover and a number on each page, are used—a separate book for each major research project. The page shows the title and date when work was begun. Each book has 4-5 pages for indexing the book, each subject being entered as it is begun on the index page. The index pages are collected and bound by years and photostated thus forming a cumulative index. The data is witnessed by two persons at frequent intervals and dated. No space is left between the last line of notes and witnesses' signature. The witness must be prepared to testify in case of interference court action and he must not be a co-inventor. The original sheet is filed as a record copy and is not available for use. Yearly the records of the entire department are indexed and bound, otherwise they are photostated every two weeks for reference filing copies.

Abstracting Research Reports

L. C. Stork and E. C. Cousins (Texas Co.)

The form and content of the abstracts are standardized, and the classification system takes care of keeping similar material together. The abstract contains information on the purpose of the work, the initial materials, their testing, treatment and operating conditions, and resulting materials. Conclusions are not mentioned since they become obsolete with progress of knowledge. Five by eight cards are used and a super abstract is put on the left corner and the classification on the right corner of the card. An author file is not kept although the author of the report is indicated on the card. The cards are mimeographed, three cards to a stencil. Individual compounds are listed on the back of the cards. An abstractor averages eight reports per day, and three abstractors are employed with two typists and one file clerk. Reports are filed by serial experiment number.

Requirements and Responsibilities of a Technical Editor
F. E. Wall

Training has formerly been only on subject matter but recently the Society of Professional Engineers has taken up the necessity of a knowledge of good English. Technical editors are employed on publishers' staffs, house organs and advertising agencies. Good form, but above all clarity and leaning to literary rather than journalistic style, should be the requirements of technical writing. New York University started the first course on scientific writing in 1945. Condensation of articles involves the trimming of copy to eliminate superfluous words or paragraphs (cutting) and the substitution of shorter phraseology (boiling down). An author is better suited to making an index of his own book.

Discussion Session of The Division of Chemical Education

At an evening meeting several patent attorneys discussed notebooks. All were in favor of a bound notebook in duplicate with the carbon being the tear sheet. They were in favor of keeping the pages with no blanks in between and of witnessing periodically by signature of a person capable of understanding the subject matter.

MODERN CHEMICAL NOMENCLATURE PROBLEMS

Chemical Nomenclature E. J. Crane

Nomenclature is so tied up with proper indexing that Chemical Abstracts has taken over the work of the A.C.S. nomenclature committee. The Geneva Conference on Nomenclature in 1922 was the first attempt to have international nomenclature systematized. The International Union of Pure and Applied Chemistry Definitive Report of Committee on Nomenclature again was resumed two years ago. Consistency is the important part of the new work and reconciliation of nomenclature idiosyncracies in various languages.

Organic Nomenclature, A. C. S. Progress Report H. S. Nutting

This follows the Chemical Abstracts nomenclature, a good description of which appears in the introduction to the 1945 C. A. subject index. Another group active in this field is the National Research Council Committee.

Inorganic Nomenclature W. C. Fernelius

Samples of problems encountered were presented, these being the naming of different oxidation states of a compound such as cuprous oxide, cupric oxide, etc. Cu II oxide and Cu I oxide, the Roman numerals representing valence, were suggested. Problems of stoichiometric ratios and the naming of various nitrogen oxides were also discussed.

UTILIZATION OF PUNCHED CARDS IN THE CHEMICAL LITERATURE FIELD

Introductory Remarks J. W. Perry

The principles to be discussed apply to mechanical, hand, or light selector operated devices. The object of punched cards is to eliminate from literature searching the mechanical operations of filing and selecting. Punched cards are not aimed to save intellectual effort and may even cost some of this effort in studying and setting up a code. These cards may be used (1) individually for small items of information, (2) for managing large amounts of information on a few topics, (3) as a library tool, i.e. compiling cumulative catalogs as the L.C., and (4) as a mechanical method of carrying out daily library routines such as book charging.

Preparation of the Cumulative Catalog of the Library of Congress C. D. Gull

The history of the Library of Congress cards was traced and the present cumulative plan was discussed. Putting Probability to Work in Coding Punched Cards

C. N. Mooers

An acknowledged disadvantage of punched cards for mechanical machine sorting is that they are too small to accommodate all the information required. A new coding method overcomes this. Whereas a usual size punched card has 40 holes, this method triples the possibilities without the use of subfields. Code patterns under this method are randomly distributed over the whole field, whereas code patterns have a classified listing. In looking for information some extra cards do drop out but as they are obviously unrelated to the question asked, they are easily sorted out. The ratio of extra cards dropped out will be less than one half of the total number dropped out. The optimum use of this method of coding is when one half the field is punched out. The sum of the separate punches should not exceed 69% of the total positions in the field.

Information Service Using Both Hand and Machine Sorted Cards

G. S. Crandall and B. M. Brown

The library described has only two technically trained

persons. Punched cards are used in indexing patents. Patents are classified in a simple way as general, miscellaneous material, and process. The patent card bears the abstract on it as well as the punch code. For literature, cards are made out and the principal code classification written on. Cards are made from Chemical Abstracts from selections made by the chemists themselves. The reference and the classification are written on the card without the abstract—all this using Keysort cards. A special file of patents, however, was so large that it was put on I.B.M. cards. An advantage of the Keysort handsorted method is that it carries an abstract on the card and the margin only is used for punching, but only 200 cards can be handled by hand sorting at one time. The McBee Co. is considering microfilm inserts for the Keysort cards.

Generalized Punched Card Codes for Chemical Bibliographies.

C. S. Wise

Two methods of coding are the direct field (each idea having a separate hole) and the numerical field. The author described an ingeniously devised punched card which combined both methods. The top row of holes is in an alphabetic system coding for instance, Fr-a for "Fractionation" or P-u-n. for "Punched Cards." Field I-III is alphabetic and is used for subject by dictionary method, IV is numerical. Cards drop down straight but not out of the pack. This system is excellent for chemical abstracts. On the bottom of the row are chemical abstracts sequence codes, author selector code, year and chemical abstract subscript part of page.

A Punched Card Method for Computing the Relation Between Resistance and Temperature of a Platinum Resistance Thermometer.

D. R. Stull

Temperature is proportional to resistance, equations are not set up simply enough, however, to insert resistance values and obtain temperatures. Therefore elaborate tables have to be made up. This data lends itself to punched card technique. A description of the I.B.M. machines giving reproduction of punched cards, reading machines, sorting, accounting, interpreter and collator machines was given. After a calculator has made the calculations, these are punched on cards which are then sorted and run off to print the tabulation.

Inorganic Compounds Coded for Use on Punched Cards J. C. Badlor et al

A National Research Council Inorganic Code Panel was formed a year ago parallel to a similar panel formed earlier for coding organic compounds. Inorganic coding presents less problems. Twelve columns of the card (I.B.M.) are devoted to serial numbers which refer to the master code. Fourteen columns are devoted to an empirical code which tells which elements are present, forty columns to codification of structure, and twenty columns to codification of biological or physical properties. Codification requires a mental analysis of negative and positive groups, shared electrons, etc.

Present Status of Use of Punched Cards by Chemists

J. W. Perry and L. Ferris

A. Uses of Punched Cards in Europe

The universal decimal classification is much used in Europe. The Dutch have devised a classification of plastics on the basis of starting materials, whereas the British have based their classification on structure. The same decimal system is used for arranging books on shelves, for filing pamphlets and for a punched card code. The Plastics Division of Imperial Chemical Industries has established a mechanized file on plastic patents.

B. Use of Punched Cards in the United States

A bibliography of articles on punched cards was distributed. The speaker stressed that preparation of a classified subject heading list for each field of chemistry would help in the formation of a national code for punched cards.

